UNITED STATES AIR FORCE JOB INVENTORY



AFSCs 61130, 61150, 61170 61230, 61250, 61270, 61290

JOB SPECIALTY SURVEY DIVISION
HEADQUARTERS LACKLAND MILITARY TRAINING CENTER
AIR TRAINING COMMAND
LACKLAND AFB, TEXAS 78236

AFPT 90-611-808

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INSTRUCTIONS

- 1. To qualify for this survey you must have a Duty AFSC of 61130, 61150, 61170, 61230, 61250, 61270, or 61290; you must have held your duty AFSC for at least six weeks; and you must have been working in your present job assignment for at least six weeks.
- 2. First, fill in the items in the BACKGROUND INFORMATION section, pages ii through viii. Be sure to complete each item.
- 3. Then, turn to page 1 of the inventory booklet.
- a. READ all the tasks listed in Duties A through J. As you read the tasks in Duties A through J, place a CHECK beside each task you perform in your present job.
- b. NEXT, follow the INSTRUCTIONS which begin on page 26 for the remaining Duties K through Z. As you will see, tasks in Duties K through Z are based on specific job functions. Duty K (on page 26) for example, lists tasks that would be performed in a central meat processing facility. Duty L (on page 29) lists redistribution and marketing tasks.
- c. Follow the instructions to locate the duties which lists the tasks you perform in your present job and read through these tasks as you did for the tasks in Duties A through J. As you read the tasks, place a CHECK beside the tasks you perform in your present job.
- 4. In checking the tasks, do not confuse work you do yourself with work you supervise. If you supervise certain tasks and also perform the task yourself, you will check both kinds of tasks. If you only supervise the task, check only the supervising task.
- 5. If any task you perform is not listed under any of the duties in the booklet, write it on the blank page at the end of the booklet. Do not add classified tasks.
- 6. After you have checked ALL the tasks you now perform, TURN BACK TO PAGE 1 AGAIN. You are now to make TIME SPENT ratings on the tasks that you perform in your CURRENT JOB. TIME SPENT means the total time you spend doing the task compared with the time you spend on each of the other tasks that you do in your current job. Using the 7-point scale at the top of the column entitled "TIME SPENT CURRENT JOB," place your ratings for each task you perform in your current job in that column. You use the rating of "1" if you spend a very much below average amount of time on a task; you use the rating of "2" for below average time; and so on up to a rating of "7" if you spend a very much above average amount of time on the task.
- 7. Remember that you are to make a check and then a rating. First, check the tasks you perform in your current job. Second, rate these tasks. Third, check the Background Information Section to make sure you have answered each item.

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BACKGROUND INFORMATIO	N	DATE	CASE CONTROL NUMBER
PLEASE PRINT INFORMATION REQUESTED AND CHEC	APPLICABLE BLANKS		1-4
LAST NAME FIR	ST NAME	MIDDLEIN	ITIAL
			5-22
GRADE		8 9 SGT CMSGT	MAJOR COMMAND
AIR FORCE SERVICE NUMBER	PRIMARY AFSC		(23)
			AAC A
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	BREEV	ABER SUFFIX	ACIC G
PREFIX NUMBER (24-25) (26-33)	 	4BER SUFFIX 5-39) (40)	ADC C
ORGANIZATION (CARD 99: 5-69)	DUTY AFSC		AFAFC = E
			AFCS 🖂 Y
	PREFIX NUM	ABER SUFFIX (47)	AFLC F
BASE OR INSTALLATION (CARD 99: 70-73)	TOTAL MONTHS IN		AFSC 🗀 H
	DUTY AFSC		ATC 🖂 J
		(48-50)	AU 🗀 K
TOTAL MONTHS AT	TOTAL MONTHS IN		CONAC M
PRESENT BASE	PRESENT WORK		HQ COMD 🖂 P
	ASSIGNMENT		HQ USAF C N
(51-53)		(54-56)	MAC 🖂 Q
TOTAL MONTHS IN CAREER FIELD	TOTAL MONTHS ACTIVE FEDERAL		OAR X
	MILITARY SERVICE		PACAF R
(57-59)		(60-62)	SAC 🗀 S
NUMBER OF SUBORDINATES WHO REPORT	IF YOU CROSS-TRAINE	D INTO YOUR PRESEN	IT TAC - T
TO YOU DIRECTLY FOR SUPERVISION	AFSC, WHAT WAS YOU		USAFA 🖂 B
			USAFE D
(63-64) DUTY TELEPHONE EXTENSION			USAFSO 🗀 L
		UMBER SUFFI'(66-70) (71)	USAFSS 🗀 U
			(72)
PRESENT WORK ASSIGNMENT (JOB TITLE) (CA	RD 02: 5-73)		
CHECK BELOW THE METHOD BY WHICH YOU WERE CAREER LADDER:	ASSIGNED TO YOUR PI	RESENT	(CARD 03)
A BYPASSED SPECIALIST		MENDED DUTY ASSIGNMENTS OF THE STATE OF THE	NT FROM [] (10)
CLASSIFICATION BOARD ACTION	(6)	STMENT FROM ANOTHE	R BRANCH (11)
COMPLETION OF BASIC TECHNICAL COURSE	"	SERVICE	
CONVERSION FROM OBSOLETE AFSC IN SAME CAREER FIELD		NING FROM ANOTHER C	
DIRECTED DUTY ASSIGNMENT FROM BASIC MILITARY TRAINING		C, WHAT WAS YOUR PRE	

BACKGROUND INFORMATION (Continued)													
CIRCLE THE	HIGHEST EDU	CATION	LEVEL (OR	GED E	QUIVALE	T) YOU HAV	E COM	PLE	TED:			(CAI	RD 031 14-15)
_	ELEMENTARY		220		SCHOOL	1121			COLLE				ADUATE
. 05	04 07	08	09	10	11	12	13				16	17	18
	NSES TO THE CH PURPOSES		ING THREE	ITEMS	WILL DE	HELD IN STR	ICT C	ON FI	DENCE	AND WIL	L BE USED	(CAI	RD 03: 16-18)
I PLAN TO	REENLIST:		(26)		I FIND MY	JOB:		(17)			B UTILIZE: FRAINING:	MY TAL	ENTS (18)
NO, I PL	LAN TO RETIR	E			EXTREM	ELY DULL			1		AT ALL		□ 1
	LAN TO SEPAR				VERY D	ULL			2	VE	RY LITTLE		2
DENEFI		·	□ 2		FAIRLY	DULL			1	FAI	RLY WELL		;
UNCERT PROBAB			- 3		\$0-\$0				4	-	TE WELL		
						INTERESTIN	G		5		RY WELL		☐ 5 ₀
UNCERT PROBAB	TAIN, BLY YES		□ 4			TERESTING	et Mc		7		RECTLY		☐ 6·
YES			. •		EAIRE		.511110	١	,	File	1750121		. ن
MY JOB IS &C	CATED AT AN	INSTAL	LATION WHI	ICH IS:			-			- · · · · ·	********	(CAR	D 03: 19-20)
INSIDE	THE CONTINE	ENTAL U	J. S. (ZONE (OF THE	INTERIO	R)			(19)				
OUTSI	DE THE CONTI	INENTAL	, U. S. (INCL	.UDING	ALASKA	AND HAWAII)			(20)				
MY JOB I	S LOCATED):	(CARD 0	3: 2	1-23)	•					-TRAINED		D 0 3:24)
(21) []	Isolated	site					REER				ANOTHE		Ţ.
(22) [7	Remote s	ite									/ES []	NO (2	4)
													SC 611X0
(23) []	Non-remo					IN	U Ar	W OIF	HER CA	AREEK	FIELD,	LISI A	FSC:
	11017 130	10100											
	COMPLETE			ig col	JRSES						((CARD 03	: 25-31)
[]	YES []	NO ((25)										
15 SO C	HECK COUR	SES VI	~I HΔ\/F	COMPI	ETED.	/ 20	· ·	٦ ,	74611	.50 1	- 5474	<e0< td=""><td></td></e0<>	
					LEILU.	(2)	// L_				or 5AZA etals Id		
(26) []	AAR61170 3AAR611		AR61170- Supply		ices	(30) [-	1 д	7R611	150 or	AZR611	50-1 o	r
	Supervi						// <u>L</u>		3AZR6	51150-	·I, Defe		
(27) [7	AJF75000	-24 or	c 4AJF75	000-2	74.				Ident	tifica	ition		
(E// []	OJT Tra		Supervis		. ,	(31) []				or AZR6		
	Course										70-2, R		i –
(28) []	AJF75000-	-40 or	- 4AJF75	000-4	40,				DUTTO	on and	l Market	ing	
	OJT Adm	inistr	rator Co	urse						,			:
										(continu	ea nex	; page)

BACKGROUND INFORMATION (Continued)						
			(CARD 03: 32-45)			
(32)	AZR65170-8 Technical Repre-	(39) []	EC16423, Warehousing			
	sentatives of Contracting Officer	(40) []	ECI Supply Specialist			
(33, []	ATS64270 or SS64270-1 Commissary NCOIC Course	(41) []	American Institute of Laundry			
(34) []	CDC61150, Supply Services	(42) []	Army Quartermaster Laundry Course			
(35) []	CDC61170, Supply Services Supervisor	(43) []	National Institute of Dry Cleaning			
	CDC61250, Meatcutter	(44) []	Navy Laundry Handbook Course			
(37) []	EC16220, Supply Services Operations Officer	(45) []	Thormac Prepacking Institute for Meat and Produce			
(38) []	EC16230, Supply Services Sales Officer					
TRAINING	E FUNCTION TO WHICH YOU WERE ASSIGNED DUR : CHECK MORE THAN ONE FUNCTION IF YOU CH NT DURING UPGRADE TRAINING:		DE (CARD 03: 46-57)			
<u>3 T</u>	O 5-SKILL LEVEL	5 TO 7-	SKILL LEVEL			
(46) []	Central Meat Plant	(52) []	Central Meat Plant			
(47) []	Clothing Sales	(53) []	Clothing Sales			
(48) []	Commissary	(54) []	Commissary			
(49) []	Laundry and Dry Cleaning	(55) []	Laundry and Dry Cleaning			
(50) []	Redistribution and Marketing	(56) []	Redistribution and Marketing			
(51) []	Other (specify)	(57) []	Other (specify)			

	BACKGROUND INFORMATION (Continued)						
	L AREAS IN WHICH YOU HAVE HAD SIX MONTHS EXPERIENCE:		(CARD 03: 58-73) (CARD 04: 05-17)				
(58) []	Book Store	(73) [] (Linen Exchange				
(59) []	Clothing Sales	(05) [] N	Meat Processing Plant				
(60) []	Clothing Sales Backup	(06) [] N	Mortuary Affairs (CONUS)				
(61) [7	Store	(07) [] N	Mortuary Affairs (OVERSEAS)				
(61) []	Commissary Annex)	(80)	NCO Club Management				
(62) []	Commissary Meat Department	(09) [] (Off-Base Housing Referral				
(63) []	Commissary Sales (exclude meat)	(10) [] (Office Records				
(64) []	Data Processing or PCAM	(11) [] (OJT Monitor				
(65) []	Exchange (CONUS)		Redistribution and Marketing				
(66) []	Exchange (OVERSEAS)		Services Inspector				
(67) []	Exchange (SITE)		Staff Level Assignment				
(68) []	Housing and Billeting		Warehousing - Cold Storage				
(69) []	Laundry Collection Point		Warehousing - Commissary				
(70) []	Laundry-Dry Cleaning Plant (CONUS)		Other (specify)				
(71) []	Laundry-Dry Cleaning Plant (OVERSEAS)	-					
(72) []	Laundry or Dry Cleaning Activity	-					
			· · · · · · · · · · · · · · · · · · ·				
	RK AREAS IN WHICH YOU SPEND YOUR TIME IN YOUR PRESENT NT:		(CARD 04: 18-24)				
(18) []	Staff Level (Check areas in which most time is spent)		Nothing Sales Backup Storage				
(19) []	Billeting	(23) [] C	Commissary Annex				
(20) []	Central Meat Plant		Commissary Sales Store				
(21) []	Clothing Sales Store		(include meat)				
			(continued next page)				

BACKGROUND INFORMATION (Continued)						
			(CARD 04: 25-45)			
(25) []	Commissary Sales Store - Stocking	(36) []	Laundry-Drv Cleaning Plant (OVERSEAS)			
(26) []	Commissary Warehouse	(37) []	Laundry or Dry Cleaning Activity			
(27) []	Consolidated Area Exchange	(38) []				
(28) []	Exchange (CONUS)	(39)	· ·			
(29) []	Exchange (OVERSEAS)		Mortuary Affairs (CONUS)			
(30) []	Exchange (SITE)	(40) []				
(31) []	Housing	(41) []	Office Records, Reports, or Accounting Section			
(32) []	Housing Supply	(42) []	OJT Monitor			
(33) []	Instructing Technical	(43) []	Redistribution and Marketing			
(34) []	304.30	(44) []	Services Inspector			
	Laundry Collection Point	(45) []	Other (specify)			
(35) []	Laundry-Dry Cleaning Plant (CONUS)					
CHECK ITE	MS THAT ARE MECHANIZED CTIVITY:		(CARD 04: 46-54)			
(46) []	Inventories	(52) []	Requisitions - Troop Issue			
(47) []	Price Lists	(53) []	Subsistence Consumption Records			
(48) []	Requisitions - Clothing	(EA) [7				
(49) []	Requisitions - Equipment	(74) []	Other (specify)			
(50) []	Requisitions - Subsistence					
(51) []	Requisitions - Supplies					
	E ITEMS OF EQUIPMENT YOU USE PRESENT JOB:		(CARD 04: 55-59)			
011 10010		GENERAL EQUIPMENT				
(55) []	Adding Machines	(58) 🗀	Conveyors			
(56) []	Calculators	(59) []	Display boards or cases			
(57) []	Cash Registers		(continued next page)			

BACKGROUND INFORMATION (Continued)							
		(CARD 04: 60-73) (CARD 05: 05-12)					
(60) [] Floor buffers and scru	rubbers (72) []	Pry bar and dolly					
(61) [] Forklift trucks	(73) []	Public address system					
(62) [] Handlift trucks	(05) []	Radio, two-way					
(63) [] Vacuum Cleaners	(06) []	Scales (dial and beam indicating)					
(64) [] Warehouse tugs	(07) []						
(65) [] Hand tools (pliers, cleavers, hammers, e							
(66) [] Keypunch or verifier	(09) []	Skid platforms					
(67) [] Lawn Mowers	(10)	Typewriters					
(63) [] Mimeograph or other	(11) []	Tying Machines					
duplicating machines		Other (specify)					
(69) [] Pallets							
(70) [] Pick-up or Panel Truck (exclude refrigerated							
(71) [] Portable electric seal	lers						
	CLOTHING SALES EQUIPMENT	(CARD 05: 13-16)					
(13) [] Air Dryer	(16) []	Other (specify)					
(14) [] Mannequins							
(15) [] Measuring Devices							
	1.14	(CARD 05: 17-20)					
	EXCHANGE EQUIPMENT						
(17) [] Sedans							
(18) [] Station Wagons	(20)] Other (specify)					
(19) [] Trucks, Stake or Van							

BACKGROUND INFORMATION (Continued)				
COMMISSARY AND MEAT P	ROCESSING EQUIPMENT (CARD 05: 21-38)			
(21) [] Bacon Slicers	(31) [] Produce Trimmers			
(22) [] Bone Dusters	(32) [] Refrigerated Trucks			
(23) [] Coin-counters and Sorters	(33) [] Scale, Computer and Labeler			
(24) [] Hamburger Molding Machines	(34) [] Scale, Printing and Labelling Machine			
(25) [] Meat Cutting Saws	(35) [] Scales, Produce			
(26) [] Meat Grinding Machines	(36) [] Steam-jacketed Kettles			
(27) [] Meat Slicing Machines	(37) [] Wrapping Machines			
(28) [] Meat Tenderizing Machines	(38) [] Other (specify)			
(29) [] Pot and Pan Washing Machines	(307 Ed. Offier (Specify)			
(30) [] Pricing Machines				
LAUNDRY AND DRY CLEANING	EQUIPMENT (CARD 05: 39-52)			
(39) [] Assembly Reel, Sorting	(46) [] Tanks, Mixing			
(40) [] Carts, Trucks and Liners	(47) [] Tagging or Marking Machines			
(41) [] Flatwork Ironers	(48) [] Tumblers			
(42) [] Garment Baggers	(49) [] Vacuum Distillation Units			
(43) [] Listing-Pricing Machines	(50) [] Washers and Extractors			
(44) [] Paper Measuring Machines	(51) [] Washroom Control Kits			
(45) [] Pressing Units	(52) [] Other (specify)			
MORTUARY EQUIPMENT (CARD 05: 53-57)	REDISTRIBUTION AND (CARD 05: 58-63) MARKETING EQUIPMENT			
(53) [] Embalming Equipment	(58) [] Bailers			
(54) [] Human-Remains Pouches	(59) [] Bench Grinders (60) [] Paper Shredders			
(55) [] Military Honors Equipment	(60) [] Paper Shredders (61) [] Silver Recovery Units			
(56) [] Transfer or Shipping Cases	(62) [] Truck Scales			
(57) [] Other (specify)	(63) [] Other (specify)			

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	JOB INVENTORY (DUTY - TASK LIST)	612X0 611X0	PAGE 1	OF	61 PAG
Check t	asks you perform now (V).			Check	TIME SPE
	tasks you do now which are not listed. 'Time Spent" column, rate checked () tasks on time.	ne spent in your present job.		IF DONE	1. VERY MUCH LOW AVERA 2. SELOW AVE 3. SELICHTEY I LOW AVERA 4. ABOUT AVE
Α.	PLANNING AND ORGANIZING			иом	S. SLISHTLY ABOVE AVE S. ABOVE AVE 7. VERY MUCH ABOVE AVE
1.	Conduct staff or board meetings				
2.	Establish controls against pilfers of money	age or misappropriat	ion		
3.	Establish controls for the movemer equipment	nt of property or			
4.		schedules for			
5.	Establish operational hours				
6.	Establish organizational structure	2			1
7.	Establish publications requirement	:8			1
8.	Establish local records and report	s procedures			1
9.	Establish local refund, exchange, policies	or adjustment			1
10.					1
11.	Estimate facilities requirements				1
12.	Estimate operating or other suppli	les requirements			1
13.	Estimate personnel requirements				1
14.	Estimate spare parts requirements				1
15.	Estimate subsistence or general me requirements	rchandise			1
16.	Estimate transportation requiremen	ts			2
17.	Maintain status boards, charts, or	graphs			2
18.	Negotiate equipment agreements wit	h suppliers			2
	(continued	next page)			

	JOB INVENTORY (DUTY - TASK LIST)	AFSC 611X0 612X0	PAGE 2	OF	61	PAGES
1. Check to	isks you perform now (🖊).			Check		SPENT
	tasks you do now which are not listed. Time Spent" column, rate checked () tasks on lime i	spent in your pr>sent job.		✓ IF	<u> </u>	MUCH BI AVERAGE, W AVERAG ITLY BE- AVERAGE
Α.	PLANNING AND ORGANIZING (CONTINUED)			DONE	4. ABOU B. BLIGI ABOV B. ABOV 7. VERV ABOV	T AVERAG
19.	Negotiate local contracts for conce machines, or other exchange service	ssions, vending				23
20.						24
21.	Plan displays					25
22.	Plan equipment maintenance requirem	ents				26
23.	Plan for disposition of equipment o	r property	·			27
24.	Plan for disposition of scrap, salv or cooked fat	age, waste,				28
25.	Plan for legal advice or services s	upport				29
26.	Plan for receipt and storage of mer property, frozen items, or beef ca	chandise, rcasses				30
27.	Plan layout of facilities					31
28.	Plan recruitment programs					32
29.	Plan schedules for police escorts in funds for deposit	n transferring				33
30.	Plan training requirements					34
31.	Plan War Readiness Materiel (WRM) re	equirements				35
32.	Prepare Clothing Sales Store Operat (CSOP)	ing Program				36
33.	Prepare Commissary Operating Program	m (COP)				37
34.	Prepare Exchange Operating Statement OXF 133)	ts (AAFES Form				38
35.	Prepare financial programs or budget	ts				39
36.	Prepare merchandising plans			<u> </u>		40
				-		
	(continued ne	ext page)		-		

	JOB INVENTORY (DUTY - TASK LIST)	612X0	PAGE 3	OF	61 PAGES
	ks you perform now ().			Check	TIME SPENT
-	asks you do now which are not listed. ime Spent" column, rate checked () tasks or	n time spent in your present job.		IF DONE	1. VERY MUCH BE LOW AVERAGE. 2. BELOW AVERAGE 3. SELIONTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE
Α.	PLANNING AND ORGANIZING (CONTIN	UED)		NOW	B. BLIGHTLY ABOVE AVERAGE B. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
37.	Prepare Office Instructions (O Operating Procedures (SOP)				41
38.	Prepare or review drawings of structures	proposed facility			42
39.	Prepare requests for operation agreements	al contracts or			43
40.	Prepare training programs				44
41.	Prepare supplements to officia	1 publications			45
42.	Schedule duty hours of subordi	nates			46
43.	Schedule inspections or audits				47
44.	Schedule inventories				48
45.	Survey or compute wages for no fund employees	nappropriated			49
					
Nome	76 and 400k man and 500 mm and 50	ship dusu is not 11-			
NOTE	: If any task you perform under write it on the blank page at	t the end of the bookl	et		
			<u> </u>		

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1. Check tasks you perform now (). 2. Add any tesks you do now which are not listed. 3. In the "Time Speni" column, rate checked () tasks on time spent in your present job. 4. In the "Time Speni" column, rate checked () tasks on time spent in your present job. 8. DIRECTING AND IMPLEMENTING 1. Assign individuals to duty positions 2. Brief employees on Standards of Conduct (AFR 30-30) 3. Certify time cards 4. Compute stock control levels 5. Conduct cost surveys to adjust prices or service charges 6. Conduct security or safety meetings 7. Coordinate investigative actions with legal or other personnel 8. Coordinate linen exchange policies and procedures between exchange points and squadrons 9. Coordinate overseas donation programs with Department of State representatives 10. Coordinate publicity with local information media 11. Coordinate security clearances for nonappropriated fund employees with clearance authority 12. Coordinate War Readiness Materiel (WRM) standby levels with subordinate activities 13. Establish production or performance standards 62. Interpret policies and directives 15. Execute or initiate bond applications 16. Interpret policies and directives 17. Interview or hire personnel
2. Add any teaks you do now which are not listed. 3. In the "Time Spent" column, rate checked () tasks on time spent in your present job. In the "Time Spent" column, rate checked () tasks on time spent in your present job. In the "Time Spent" column, rate checked () tasks on time spent in your present job. In the "Time Spent" column, rate checked () tasks on time spent in your present job. In the "Time Spent" column, rate checked () tasks on time spent in your present job. In the "Time Spent" column, rate checked () tasks on time spent in your present job. In the "Time Spent" column, rate checked () tasks on time spent in your present job. In the "Time Spent" column, rate checked () tasks on time spent in your present job. In the "Time Spent" column, rate checked () tasks on time spent in your present job. In the "Time Spent" column, rate checked () tasks on time spent in your present job. In the "Time Spent" column, rate checked () tasks on time spent in your present job. In the "Time Spent" column, rate checked () tasks on time spent in your present job. In the "Time Spent" column, rate checked () tasks on time spent in your present job. In the "Time Spent" column, rate checked () tasks on time spent in your present job. In the "Time Spent" column, rate checked to a security to the conduct on security secure visit security secure visit secure visit secure visit security secure visit subordinate activities security clearance for nonappropriated fund employees with clearance authority secure visit subordinate activities security clearance security clearance security clearance security secure visit subordinate activities security secure visit subordinate activities security secure visit subordinate activities security se
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15. Execute or initiate bond applications 63 16. Interpret policies and directives 65 17. Interview or hire personnel
16. Interpret policies and directives 17. Interview or hire personnel
17. Interview or hire personnel
17. Interview or hire personnel
18. Manage Air Force laundry and dry cleaning plant 67
(continued next page)

JOB INVENTORY (DUTY - TASK LIST)	612X0 611X0	PAGE 5	OF	61 PAGES
1. Check tasks you perform now ().			Check	TIME SPENT
2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked () tasks on time	spent in your present job.		IF DONE	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE 3. BLIOWTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE.
B. DIRECTING AND IMPLEMENTING (CONTINU	ED)		NOW	B. BLIGHTLY ABOVE AVERAGE B. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
19. Manage Air Force mortuary or morgue	e (Overseas)			68
20. Manage billeting or housing activity	ties			69
21. Manage book store				70
22. Manage bulk warehouse retail outlet	t clothing sales			71
23. Manage central meat processing fact	ility			72
24. Manage clothing sales store				06:73
25. Manage commissary meat department		,		5
26. Manage commissary sales store				6
27. Manage commissary warehouses				7
28. Manage dry cleaning facility				8
29. Manage grocery Lepartment				9
30. Manage laundry facility				10
31. Manage linen exchange activities				11
32. Manage mortuary affairs (CONUS)				12
33. Manage NCO Club				13
34. Manage one or more branches of redi	stribution			14
35. Manage one or more exchange retail	departments			15
36. Manage produce department				16
(continued	next page)			

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2. Add cany t	cks you perform now (). asks you do now which are not listed. Time Spent" column, rate checked () tasks on time. DIRECTING AND IMPLEMENTING (CONTIN			Check	TIME SPEI Current Jo 1. VERY MUCH LOW AVERAGE
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		UED;		NOW	ABOVE AVER 6. ABOVE AVER 7. VERY MUCH ABOVE AVER
37.	Manage records office				1
38.	Manage site exchange				18
39.	Monitor audits or inspections pro	grams			1
40.	Monitor cost reduction or zero de	fects programs			2
41.	Monitor On-the-Job Training (OJT)	programs			2
42.	Orient newly-assigned personnel				2
43.	Prepare accident reports				2
44.	Prepare airmen performance report 910, 911)	s (AF Forms 909		<u> </u>	2
45.	Prepare discrepancy reports				2
46.	Prepare equipment requisitions		·-·		2
47.	Prepare forms or publications requ	uisitions			2
48.	Prepare job or position description	ons			2
49.	Prepare Notice of Annual Performan Civilian employees (AF Form 671)	<u> </u>			29
	Prepare or initiate airmen person as AF Form 1098				3(
51.	Prepare or initiate civilian personauch as promotions or reassignment	nts	· · · · · · · · · · · · · · · · · · ·	<u> </u>	3:
52.	Prepare replies to inspections or	audits	······································		32
	Prepare requests for drivers test	704			3;
54.	Prepare requests for personnel or changes	organizational			34
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	JOB INVENTORY (DUTY - TASK LIST)	612X0	PAGE	7 °F	61 PAG
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В.	DIRECTING AND IMPLEMENTING (CONTIN	UED)		NOW	B. BLIGHTLY ABOVE AVE 6. ABOVE AVE 7. VERY MUC) ABOVE AVE
55.	Prepare requests for transportati	on vehicles			3
56.	Prepare tools or supplies requisi	tions			3
57.	Prepare written justifications fo renewals of contracts	r amendments to or			3
58.	Provide staff assistance to subor	dinate organizations			3
59.	Retain or hire professional aucti	oneers			3
60.	Schedule flow of accounting recor	ds or documen			4
61.	Schedule leaves and passes				4
62.	Supervise concessionaires, service other exchange services activity	e stations, or			4
63.	Supervise loading or unloading of subsistence, or merchandise	property,			4
64.	Supervise military Administrative or Supervisors, AFSC 70230, 70250	Specialists 0, 70270			4
65.	Supervise military Apprentice Mean 61230	tcutters, AFSC			4
66.	Supervise military Apprentice Supp Specialists, AFSC 61130	oly Service			4
67.	Supervise military Materiel Facili or Supervisors, AFSC 64730, 64750	ities Specialists), or 64770			4
68.	Supervise military Meatcutters, Al	FSC 61250			4
69.	Supervise military Meat Processing AFSC 61270				4
70.	Supervise military Supply Services AFSC 61150				5
71.	Supervise military Supply Services AFSC 61170	Supervisors,			5.
72.	Supervise military truck drivers				5
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	JOB INVENTORY	612X0	PAGE 8	OF	61 PAGES
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В.	DIRECTING AND IMPLEMENTING (CONTINUED)			NOW	B. BLIGHTLY ABOVE AVERAGE B. ABOVE AVERAGE 7. VERV MUCH ABOVE AVERAGE
73.	Supervise Military Vehicle Operators, 60330 or 60350	AFSC			53
74.	Supervise one or more laundry plant de	partments			54
75.	Supervise one or more linen exchange po	oints			55
76.		•			56
77.	Supervise preparation, maintenance, or of files and records	disposition			57
78.	Supervise warehouse or storage facility	les			58
79.	Verify audit trail of accountable trans	sactions		ļ	59
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	JOB INVENTORY (DUTY - TASK LIST)	612X0	PAGE 9	OF	61 PAG
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с.	INSPECTING AND EVALUATING			NOW	8. BLISHTLY ABOVE AVE 6. ABOVE AVE 7. VERY MUCH ABOVE AVE
1.	Estimate cost of care and handling	of excess propert	y		6
2.	Evaluate and analyze workloads				6
3.	Evaluate COPS and prepare Commissa Program, RCS: HAF C-28	ry Operating			6
4.	Evaluate CSOPs and Prepare Clothin Program, RCS: HAF C-28	g Sales Operating			6
5.	Evaluate displays				6
6.	Evaluate exchanges requests for ex activity and item limitations	ceptions to			6
7.	Evaluate financial programs or bud	gets			6
8.	Evaluate fire prevention practices		•		6
9.	Evaluate meatcutting or processing	procedures			6
10.	Evaluate misappropriation precaution	ons			6
11.	Evaluate or prepare Analysis of Re Program Progress, Clothing Division	on, RCS: AF-C160			7(
12.	Evaluate pilferage and breakage pro	ecautions			7:
13.	Evaluate pricing and markup procedu	ıres			7:
14.	Evaluate produce processing procedu	ıres			07:7
15.	Evaluate property handling procedur	res			
16.	Evaluate quality of mortuary service	es			(
17.	Evaluate reports, such as inspection auditing	on, survey or			ŀ
18.	Evaluate requisitions or purchase of	orders			8
	(continued n	ext page)			

	JOB INVENTORY	AF9C 611X0 612X0	PAGE 10	OF	61 PAGES
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c.	INSPECTING AND EVALUATING (CONTINUED)			NOW	B. SLIGHTLY ABOVE AVERAG S. ABOVE AVERAG 7. VERY MUCH ABOVE AVERAG
19.	Evaluate safety practices				9
20.	Evaluate sanitation practices	· · · · · · · · · · · · · · · · · · ·			10
21.	Evaluate security practices				11
22.	Evaluate stock levels procedures				12
23.	Evaluate suggestions or complaints				13
24.	Inspect and record refrigerator temper	atures			14
25.	Inspect and road test exchange vehicle (AAFES Form XA 3)	s	· · · · ·		15
26.	Inspect concessionaires activities				16
27.	Inspect contract funeral homes				17
28.	Inspect dry cleaning facilities				18
29.	Inspect equipment for operation and mag	intenance			19
30.	Inspect food service activities				20
31.	Inspect food waste segregation at generactivities	rating			21
32.	Inspect handtools or operating supplies	3	· · · · · · · · · · · · · · · · · · ·		22
33.	Inspect housing or billeting quarters				23
34.	Inspect human remains shipping or trans	sfer cases			24
35.	Inspect items in storage				25
36.	Inspect laundry facilities				26
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	JOB INVENTORY (DUTY - TASK LIST)		612X0 ^{611X0}	PAGE 1	l or	61 PAGES
1.	Check tasks you perform now ().				Check	TIME SPENT
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	C. INSPECTING AND EVALUATING (CONTINUE	ED)			NOW	B. BLIGHTLY ABOVE AVERAGE G. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
	37. Inspect linen exchange points					27
	38. Inspect personnel					28
	39. Inspect records, reports, files, o	or boo	ks of account			29
	40. Inspect retail departments of exch	hanges	3			30
	41. Inspect site exchange activities			<u>-:</u>		31
	42. Inspect stain identification and p	prespo	otting process			32
	43. Inspect War Readiness Materiel (Wi	RM) f	inctions			33
	44. Prepare and perform annual commiss evaluations (AFR 145-20)	sary	· 			34
	45. Prepare requests for inspections					35
	46. Write investigations reports					36
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			···			
	NOTE: If any task you perform under thi write it on the blank page at th	ls dut ne end	y is not listed of the booklet			

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	JOS INVENTORY (DUTY - TASK LIST)	612X0	PAGE	12 of	61 PAGES
1. Check t	asks you perform now (🗸).			Check	TIME SPENT
_	r tasks you do now which are not listed. Time Spent" column, rate checked () tasks on time spent	in your present job.		IF FOUR	Current Job I. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE 3. BLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE
D.	CONDUCTING FORMAL AND JOB PROFICIENCY TR	RAINING		DONE	S. BLIGHTLY ABOVE AVERAGE S. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1.	Assign OJT trainers				37
2.	Conduct customer relations training				38
3.	Conduct formal OJT training sessions of	f the job			39
4.	Conduct group training on the job	· · · · · · · · · · · · · · · · · · ·			40
5.	Conduct individual training on the job				41
6.	Conduct resident technical course train	ing			42
7.	Counsel airmen on career and educations	l opportunities			43
8.	Counsel individuals on training progres	S		1	44
9.	Evaluate course materials or training m	ethods			45
10.	Evaluate individuals for specialty know (SKTs)	ledge tests			46
11.	Evaluate Specialty Training Standards (STSs)			47
12.	Maintain training progress records, suc 623	h as AF Form			48
13.	Prepare, administer, or score tests	· · · · · · · · · · · · · · · · · · ·			49
14.	Prepare job proficiency guiden (JPGs)				50
15.	Prepare lesson plans	·	· · · · · · · · · · · · · · · · · · ·		51
16.	Prepare OJT programs for individual tra	inees			52
17.	Rotate position assignments				53
18.	Schedule training				54
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	JOB INVENTORY (DUTY - TASK LIST)	612X0	PAGE]	13 of	61 PAGES
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	D. CONDUCTING FORMAL AND JOB PROFICIES (CONTINUED)	NCY TRAINING		DONE	6.ABOUT AVERAGE 8.BLIGHTLY ABOVE AVERAGE 9.ABOVE AVERAGE 7.VERY MUCH ABOVE AVERAGE
	19. Select individuals to attend residuals courses	dent technical			55
	20. Supervise career development cours	se (CDC) training			56
	21. Supervise personnel conducting OJ	Γ			57
	22. Supervise resident technical cours	se training			58
	23. Write course training materials				59
					
			-		
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	E. PERFORMING	G INVENTORY F	UNCTIONS				NOW	B. BLIGH ABOVE B. ABOVE 7. VERV ABOVE	TLY CAVERAGE AVERAGE MUCH CAVERAGE
	1. Brief dis	interested i	nventory teams						60
	2. Inventory	containers							61
	3. Inventory and 1122	decedent's	personal property	(AF Form 1122					62
	4. Inventory	equipment,	handtools, or veh	icles		-			63
	5. Inventory	expendable	supply items						64
	6. Inventory	fixed asset	s						65
	7. Inventory	furniture a	nd accessories						66
	8. Inventory	human remai	ns transfer or sh	ipping cases					67
	9. Inventory	laundry wor	k-in-process						68
	10. Inventory	linen excha	inge items						69
	11. Inventory	money							70
	12. Inventory	sales store	stocks						71
	13. Inventory	warehouse s	tocks	· · · · · · · · · · · · · · · · · · ·					72
	14. Plan and	schedule ind	ependent inventor	les				0	8:73
	15. Post inve	ntories to s	tock or other reco	ords					5
	16. Prepare c	ards for mec	hanized inventorie	es					6
	17. Prepare C	ategory II e	quipment allowance	droppage					7
	18. Prepare C Discrepa	ertificate oncies (AF Fo	f Gains, Losses, arm 51)	and					8
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	JOB INVENTORY (DUTY - TASK LIST)	612X0 ^{611X0}	Check TIME Current Low A	61 PAGES	
	ck tasks you perform now (🖊).			Check	TIME SPENT
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E	PERFORMING INVENTORY FUNCTIONS (CONTINUE	ED)			S. BLIGHTLY ABOVE AVERAG G. ABOVE AVERAG T. VERY MUCH ABOVE AVERAG
19	Prepare excess stock or property lists				9
20	Prepare inventory adjustment vouchers				10
21	 Prepare inventory instructions, locations or preinventory sheets 	on charts,			11
22		s (DD Form			12
23	. Prepare reports on monetary values of i	nventories			13
24	. Prepare requests for inventory teams or	auditors			14
25	. Supervise disinterested inventory teams	·			15
26	. Verify or reconcile inventories				16
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F.	MAINTAINING EQUIPMENT, TOOLS, AND FACILITY	ES		NOW	B. BLISH ABOVE B. ABOVE 7. VERV ABOVE	TLV : AVERAGI : AVERAGI MUCH : AVERAGI
1.	Clean and adjust scales					17
2.	Clean display cases, furniture, or fixtur	es				18
3.	Clean or repair human remains transfer ca	ses				19
4.	Lubricate excess equipment					20
5.	Maintain handtools					21
6.	Paint equipment					22
7.	Perform minor repairs on vehicles or truc	ks	-,			23
8.	Perform routine preventive maintenance on preparation equipment	food		1		24
9.	Perform routine preventive maintenance on Handling Equipment (MHE)	Materials		<u> </u>		25
10.		meat				26
11.						27
12.	Prepare requests for equipment maintenance	e				28
13.	Prepare request for vermin or rodent exte	rminations	· ·			29
14.	Prepare unsatisfactory reports on equipme supplies	nt or				
15.	Prepare USAF Excess and Surplus Turn-In D (AF Form 695-7) on excess property or wa	ocuments ste materials				31
16.				Ť		32
17.	Repair pallets and skid platforms					33
18.	Schedule maintenance of grounds or buildi	ngs				34
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F. MAINTAINING EQU (CONTINUED)	JIPMENT, TOOLS, AN	TD FACILITIES		NO W	S. SLIGHTLY ABOVE AVI S. ABOVE AVI 7. VERY MUC ABOVE AVI
19. Scrub walls an	nd ceilings				
20. Sweep, vacuum,	scrub, or buff f	loors			
21. Wash and wax t	rucks or vehicles				
			· · · · · · · · · · · · · · · · · · ·		
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	JOB INVENTORY	612X0 611X0	PAGE	18 of	61 PAGES
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	G. RECING AND DISBURSING CASH			NOW	B. BLISHTLY ABOVE AVERAGE B. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
	1. Approve personal checks				38
	2. Change safe combinations			1	39
	3. Clear cash registers and withdraw cash	for deposits			40
	4. Collect dishonored checks or delinquen	t accounts			41
	5. Collect money for laundry or dry clean	ing services			42
	6. Collect money for surplus property sale	es			43
	7. Collect reimbursements for mortuary se	rvices		†	44
	8. Collect service charges for housing or	quarters			45
_	9. Count change funds				46
	10. Deliver cash receipts and backup record	ds to laundry			47
	11. Deposit cash receipts or reimbursable	funds	-	1	48
•	12. Disburse cash for purchases				49
	13. Issue change funds to cashiers	·	· · · · · · · · · · · · · · · · · · ·		50
	14. Maintain petty cash funds				51
	15. Operate cash registers				52
	16. Prepare and sign pay vouchers				53
	17. Prepare Cash Collection-Reconciliation Receipt (AF Form 331)	and			54
	18. Prepare Cash Collection Vouchers (DD Fo	orm 1131)	· - · · · · · · · · · · · · · · · · · ·	1	55
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	JOB INVENTORY (DUTY - TASK LIST)	612X0 611X0	PAGE	19	OF	61 PAGES
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	G. RECEIVING AND DISBURSING CASH (CONTINUED)			NOW	S. SLIGHTLY ABOVE AVERAGE S. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
	19. Prepare Cashiers Credit Slips (AF Form	461)				56
	20. Prepare cash receipts vouchers		_			57
	21. Prepare cash register adjustment vouche	rs				58
	 Prepare Cash Report-Site Exchange Activ (AAFES Form XF-203) 	ity				59
	23. Prepare Cash Sale Refund Certificates (AF Form 664)				60
	24. Prepare consolidated financial reports					61
	25. Prepare consolidated summary of cash re	ceipts	•			62
	26. Prepare or verify daily summary of cash	receipts				63
	27. Prepare reports of deposits					64
	28. Prepare requests for changes in safe co	mbinations				65
	29. Read and record readings on concession	cash registers				66
	30. Safeguard cash receipts and change fund	s				67
	31. Verify and sign change fund receipts					68
	32. Verify authority of personnel to enter	money area				69
	33. Verify surcharge totals against sales t	otals				70
	NOTE: If any task you perform under this du write it on the blank page at the en	ty is not listed i of the booklet				

	JOB INVENTORY (DUTY - TASK LIST)	AFSC 611X0 612X0	PAGE 20	OF	61 PAGE
l. Che	ck tasks you perform now (V).			Check	TIME SPEN
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н.	PERFORMING ADMINISTRATIVE FUNCTIONS			NOW	B. BLIGHTLY ABOVE AVER G. ABOVE AVER 7. VERY MUCH ABOVE AVER
1	. Dispose of records or reports (AFM 181-	5)	····		7
2	. Issue administrative supplies				7
3	. Maintain and review authorized signature	cards			09:7
4	. Maintain correspondence files				
5	 Maintain current file on exchange service such as agreements and insurance 	ces activities,			
	. Maintain dishonored checks lists				
7	. Maintain effectiveness files on exchange activities	services			
8	. Maintain equipment records or reports fi	les			
9	. Maintain facility planning files				1
10	. Maintain food allowances issues or ratio	n files		L	1
11	. Maintain food handlers or health certifi	cates files			1
12	. Maintain inspection suspense files	·			1
13	. Maintain inventory files				1
14	. Maintain operating equipment inspection	records		ļ	1
15	. Maintain publications files				1
16	. Post price lists				1
17	. Prepare duty rosters				1
18	Prepare MILSTRIP requisitions				1
	(continued next pag	e)			

	JOB INVENTORY (DUTY - TASK LIST)	612X0	PAGE 2	l or	61 PAG
	iks you perform now (V).			Check	TIME SPEN
Add any tasks you do now which are not listed. In the "Time Spent" column, rate checked (V) tasks on time spent in your present job.					I. VERY MUCH LOW AVERAL B. P4LOW AVE B. BLISHTLY B LOW AVERAL 4. ABOUT AVER
н.	PERFORMING ADMINISTRATIVE FUNCTIONS	(CONTINUED)		NOW	6. BLIGHTLY ABOVE AVER 6. ABOVE AVER 7. VERY MUCH ABOVE AVER
19.	Prepare Non-MILSTRIP requisitions				2
20.	Prepare payroll checks				2
21.	Prepare price lists of unmarked item	s for cashiers			2
22.	Prepare price lists or price list wo	rksheets			2
23.	Prepare reports on sanicary, securit conditions	y, or safety			2
24.	Prepare requests for legal assistance	e			2
25.	Prepare requests for printing				2
26.	Prepare requests for purchases	·····			2
27.	Prepare time and attendance or other personnel records	civilian			2
28.	Schedule health examinations				2
29.	Type correspondence, forms, or repor	ts			3
30.	Verify customer's authority to purch	ase			3
31.	Write correspondence, reports, or me	ssages			3
NOTE:	: If any task you perform under this write it on the blank page at the	duty is not listed end of the booklet			
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	JÓS INVENTORY (DUTY - TASK LIST)	612X0	PAGE 2	2 of	61	PAGES
1. Check	tasks you perform now (//).			Check	TIME	SPENT
 Add any tasks you do now which are not listed. In the "Time Spent" column, rate checked () tasks on time spent in your present job. 					1. VERY N LOW A' 2. BELOW 3. BLIGHT LOW A'	
ı.	RECEIVING AND STORING STOCKS AND PROPERT	Y		NOW	B. BLISH? ABOVL B. ABOVE 7. VERY A ABOVE	LVERAL AVERAL AVERAL HOUH
1.	Bail scrap metals, rags, or papers					33
2.	Build storage racks or ground supports					34
3.	Classify property					35
4.	Compute tolerance allowances					36
5.	Condemn clothing items					37
6.	Coordinate shipment rejections or accep with procurement officer	tances				38
7.	N					39
8.	Demilitarize property, such as lift raf and outer clothing	ts, parachutes,				40
9.	Determine special protection requiremen items	ts for stored				41
10.	Dispose of rubbish materials					42
11.	Establish storage rotation cycles					43
12.	Identify items containing precious or c	ritical metals				44
13.	Identify metals					45
14.	Inspect incoming stocks or property for quantity, and condition	identity,				46
15.	Load or unload stocks or property					47
16.	Mark cases or containers					48
17.	Mark, tag, or label excess property reco	eived				49
18.	Pack items requiring special storage					50
	(continued next pa	ge)				

JOB INVENTORY (DUTY - TASK LIST)	AFSC 611X0 612X0	PAGE 2	3 of	61 PAGES
1. Check tasks you perform now (V).			Check	TIME SPENT Current Job
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I. RECEIVING AND STORING STOCKS AND PRO	PERTY (CONTINUED)			B. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
19. Palletize items for storage				51
20. Perform chemical or spectographic a metals	nalyses of			52
21. Prepare receiving reports				53
22. Prepare Reports of Damaged or Impro	per Shipments			54
23. Prepare requests for cleaning or re received	pair of clothing			55
24. Prepare requests for metal analyses		*		56
25. Prepare requests for repair costs of received	n excess property	· · · · · · · · · · · · · · · · · · ·		57
26. Price and date food items		· · ·		58
27. Pull and price mark subsistence for	resale store			59
28. Receive and record turn-ins to comm	issary			60
29. Remove spoiled items from storage				61
30. Repack opened cases or containers				62
31. Rotate stored items				63
32. Segregate scrap, salvage, and wast	e	**		64
33. Shred waste paper products				65
34. Store stocks or property in warehou	se or backup storage			66
35. Test-weigh perishable items				67
36. Treat items to prevent mildew, fung	us, or moth damage			68
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	JOB INVENTORY (DUTY - TASK LIST)	612X0 ^{611X0}	PAGE	24 of	61 PAGES
	eck tasks you perform now (🗸).			Check	TIME SPENT Current Job
	d any tasks you do now which are not listed. the "Time Spent" column, rate checked () tasks on time spen RECEIVING AND STORING STOCKS AND PROPERTY			IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE 2. BELOW AVERAGE 3. BLIGHTLY BE- LOW AVERAGE
37				-	
38		·			69
39	Weigh incoming exchange food shipments				70
				-	71
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	JOB INVENTORY (DUTY - TASK LIST)	612X0 611X0	PAGE 25	OF	61 PAGES
1. Check t	asks you perform now (V).			Check	TIME SPENT
	r tasks you do now which are not listed. Time Spent" column, rate checked (🗸) tasks on time spent	in your present job.		IF DOUB	1. VERV MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE 3. BLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE
J.	ISSUING, TRANSFERRING, AND DELIVERING STO PROPERTY	CKS AND		NOW	S. BLISHTLY ABOVE AVERAGE S. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1.	Complete and sign Subsistence Requests (AF Form 287)			72
2.	Compute monetary values of turr-ins				10:73
3.	Deliver or transport property				5
4.	Deliver or transport subsistence or merc	handise			6
5.	Issue safety equipment				7
-6.	Issue test samples to veterinarians				8
7.	Maintain abstracts of items transferred (DD Form 743)	or issued			9
8.	Open and inspect sealed containers				10
9.	Pack, wrap, and label stock or property	shipments			11
10.	Prepare Abstract of Reimbursable Sales/I	ssues			12
11.	Prepare DOD Single Line Item Release/Reconscious on shipments (DD Form 1348-1)	eipt			13
12.	Prepare Requests for Issues or Turn-Ins 1150)	(DD Form			14
13.	Prepare Tally-In-Out (AF Form 129) for trissues, or turn-ins	ransfers,			15
14.	Prepare Transfer Voucher on Issues/Return (AAFES Form XF-6)	ns			16
15.	Reconcile Abstract of Reimbursable Sales with Statements of Account (AF Form 132				17
16.	Schedule dates for subsistence issues and	d requests			18
17.	Verify issue transactions				19
NOTE:	If any task you perform under this duty write it on the blank page at the end	is not listed of the booklet			

	JOB INVENTORY	611X0 612X0	PAGE 26	OF	61	PAGES
1.	Check tasks you perform now ().			Check		SPENT
3.	Add any tasks you do now which are not listed. In the "Time Spent" column, rate checked () tasks on time spent	in your present job.		IF DONE		MUCH BE AVERAGE, W AVERAG ITLY BE- AVERAGE T AVERAGE
	SPECIAL INSTRUCTIONS FOR SECTION K			NOW	8. 8L16+ ABOV 6 ABOV 7. VERV ABOV	ITLY E AVERAGE E AVERAGE MUCH E AVERAGE
<u>-</u>						
	SECTION K CONTAINS TASKS PERFORMED BY PER	SONNEL WHO WORK	IN			
	CENTRAL MEAT PROCESSING PLANTS. IF YOU A	LSO PERFORM COM	ISSARY			
	MEAT MARKET TASKS, TURN TO PAGE 32. AFTE	R CHECKING THE T	ASKS	1		
	YOU PERFORM, TURN TO THE INSTRUCTIONS IN	FRONT OF BOOKLET	AND	 		
	ACCOMPLISH PARAGRAPHS 6 AND 7. IF YOU DO	NOT WORK IN A C	ENTRAL			
	MEAT PLANT, TURN TO PAGE 29.			†	ļ	
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	JOB INVENTORY (DUTY - TASK LIST)	612X0 612X0	PAGE	27	or	61 P
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	tasks you do now which are not listed. 'Time Spent'' column, rate checked () tasks on ti	me spent in your present job.			V IF	1. VERY MUI LOW AVEI 2. BELOW AV 3. BLIGHTLY LOW AVEI
к.	PERFORMING CENTRAL MEAT PROCESSING	FACILITY FUNCTIONS			ONE	4. ABOUT AV B. GLIGHTLY ABOVE AV 6. ABOVE AV 7. VERY MUS ABOVE AV
1.	Adjust saws for individual portion	n controlled serving	ţs			
2.	Compute authorized monetary allow to dining halls	ances for issues				
3.	Compute edible meat yields and lo	sses				-
4.	Coordinate laundry of frocks with supply	linen exchange or				
5.	Count and weigh individual servin	gs issued to dining				
6.	Cut bones for soup stocks or grav	ies				
7.	Cut whole carcasses of beef, veal	, pork, or lamb				
8.	Deliver block ice to food service	facilities				
9.	Grind meat					
10.	Identify and process primal cuts chops, stew, or ground meats for	into roasts, steaks, dining halls				
11.	Issue rendered fats to dining hal					
12.	Line pans with paper					
13.	Pack and store rendered fats					
14.	Prepare daily control processing	sheets				
15.	Prepare monthly plant operations	reports				
16.	Process poultry for dining hall is	ssues				
17.	Process variety meats, such as liv	vers				
18.	Receive and deliver subsistence subscilities	upplies to food serv	ice			
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	JOB INVENTORY	612X0	PAGE 2	8 or	61 PAGES
	tasks you perform now (🗸).			Check	TIME SPENT Current Job
	y tasks you do now which are not listed. 'Time Spent" column, rate checked () tasks on time spent	in your present job.		IF DONE	1. JERY MUCH BE LOW AVERASE. 2. BLLOW AVERAS 3. SLIGHTLY BE- LOW AVERASE 4. ABOUT AVERAS
к.	PERFORMING CENTRAL MEAT PROCESSING FACI	LITY FUNCTIONS		NOW	S. SLISHTLY ABOVE AVERAG S. ABOVE AVERAG 7. VERY MUCH ABOVE AVERAG
19	. Render fats				3.
20	. Schedule daily production for meat iss	ues			3
21	. Slice bacon			-	4
22	. Slice hams, shoulders, butts, or loins				4
23	. Wash pans				4:
24	. Weigh and dispose of salvable scraps o	r bones			4:
25	. Weigh and tag rendered fats				44
26	. Weigh, tag, and store processed meats				45
				†	
				 	
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NOT	E: If any task you perform under this dut write it on the blank page at the end	y is not listed of the booklet			
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	JOB INVENTORY (DUTY - TASK LIST)	612X0 611X0	PAGE	29	OF	61 PAGES
1.	Check tasks you perform now (🗸).				Check	TIME SPENT
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3.	In the "Time Spent" column, rate checked () tasks on time spent	IF DONE	LOW AVERAGE, 2. BELOW AVERAGE 3. BLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE 6. GLIGHTLY			
	SPECIAL INSTRUCTIONS FOR SECTION L	1-18-44 A-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1			NOW	ABOVE AVERAGE 8. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
		····				
	SECTION L CONTAINS TASKS PERFORMED BY PERSON	NEL WHO WORK				
	IN REDISTRIBUTION AND MARKETING (R&M). IF Y	OU ARE ASSIGNED				
	R&M TASKS, COMPLETE SECTION L. THEN TURN TO	INSTRUCTIONS IN	1			
	FRONT OF BOOKLET AND ACCOMPLISH PARAGRAPHS 6	AND 7. IF YOU	ARE			
	NOT ASSIGNED TO R&M, TURN TO PAGE 32.					
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	JOB INVENTORY (DUTY - TASK LIST)	612X0	PAGE 3	0 ^{0 f}	61 PAGES
1. Check to	iaks you perform now (🗸).			Check	TIME SPENT
	tasks you do now which are not listed. Time Spent" column, rate checked () tasks on time aper	at in your present job.		IF DONE	S. VERY MUCH BI LOW AVERAGE 2. BELOW AVERAGE LOW AVERAGE LOW AVERAGE 4. ABOUT AVERAGE
L.	REDISTRIBUTING AND MARKETING EXCESS AND PROPERTY	SURPLUS		NOM	B. BLISHTLY ABOVE AVERAGE, ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1.	Arrange for reclamation or demilitariz excess aircraft or missiles	ation of			4
2.	Conduct spot bid sales				4
3.	Determine time required for screening	excess property		1	4
4.	Edit USAF Excess and Surplus Turn-In D receipt of property (AF Form 695-7)	ocuments upon			4
5.	Enter property locations in Section V,	AF Form 695-7			5
6.	Enter redistribution actions in Section 695-7	n IV, AF Form			5
7.	Establish inspection periods for purch	asers			5
8.	Inspect property and complete Section 695-7	II, AF Form		1	5
9.	Locate and describe property for indiv	idual buyers			54
10.	Maintain bidders or debarred bidders 1	ists		 	5:
11.	Maintain class and item files			1	50
12.	Maintain completed files		· · · · · · · · · · · · · · · · · · ·		51
13.	Maintain donation suspense files				58
14.	Maintain reportable property records a	nd files	<u> </u>	1	59
15.	Prepare and maintain document register	s			60
16.	Prepare consolidated scrap and waste r	ecords or report	s		61
17.	Prepare Excess and Surplus Inventory D (AF Form 362)	ata reports			62
18.	Prepare Excess and Surplus Property Re 274)	cords (AF Form			63
	(continued next	page)			

	JOB INVENTORY (DUTY - TASK LIST)	612X0	PAGE 31	of 61 PAG
Check to	isks you perform now (V).		Ch	ock TIME SPE
	tasks you do now which are not listed. Time Spent" column, rate checked () tasks	on time spent in your present job.	V	
L.	REDISTRIBUTING AND MARKETING E PROPERTY (CONTINUED)	EXCESS AND SURPLUS	DO N	ONE 4. 2000T AVEC 8. OLIGHTLY ABOVE AVEC 7. VERY MUCH ABOVE AVEC
19.	Prepare Excess Property List F	ollowups (AF Form		
20.	Prepare invitations to visit d	isposal activities		
21.	Prepare Report of Excess Perso (SF 120)	onal Property records		
22.		e Documents (DD Form 114	5)	
23.	Prepare schedules for removal	of property		
24.	Prepare Scrap and Waste Record	s (AF Form 486)		
25.	Prepare Scrap and Waste Data R	eports 'AF Form 488)		
26.	Screen reportable property lis	ts		
27.	Verify eligibility of spot bid	ders		
28.	Verify Health, Education, and (SF Form 123)	Welfare reports		11:
29.	Verify or approve applications	for donations		
NOTE	If any task you perform under write it on the blank page at	this duty is not listed t the end of the booklet		-

	JOB INVENTORY	612X0 611X0	PAGE	32 of	61 PAGES
1. Cha	ock tasks you perform now (🗸).			Check	TIME SPENT
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3. In ti	he "Time Spent" column, rate checked (V) tasks on time s	spent in your present job.		IF DONE	LOW AVERAGE. 2. BELOW AVERAGE. 8. BLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE.
	SPECIAL INSTRUCTIONS FOR SECTIONS M AND	D N		МОМ	ABOVE AVERAGE ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
-					
	SECTIONS M AND N CONTAIN TASKS PERFORM	ED BY COMMISSARY			
	SALES PERSONNEL. IF YOU PERFORM COMMIS	SSARY TASKS, CHEC	K	<u> </u>	
	THEM IN SECTIONS M AND N. THEN TURN TO	THE INSTRUCTION	SIN		
	FRONT OF BOOKLET AND ACCOMPLISH PARAGRA	APHS 6 AND 7. IF	YOU		
	DO NOT PERFORM COMMISSARY TASKS, TURN	TO PAGE 37.			
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	JOB INVENTORY (DUTY - TASK LIST)	AFSC 611X0 612X0	PAGE 3	3 of	61 PAG
l. Check tasks yo	ou perform now (/).	ES CAME		Check	TIME SPEI
	you do now which are not listed. Spent" column, rate checked () tasks on time sp	ent in your present job.		IF DONE	1. VERY MUCH LOW AVERAGE 2. BELOW AVER 3. SLIGHTLY B LOW AVERAGE 4. ABOUT AVER
M. PEF					
1. As	sign or cancel voucher numbers			***	
2. Co	ompute consumption data				
3. Cc	ompute gains or losses for grocery	department			
4. Co	ompute gains or losses for meat dep	partment			
5. Co	ompute gains or losses for produce	department			
6. Co	empute gains or losses for warehous	e division			
7. Co	mpute monetary value of daily food	allowances			
8. Co	mpute monetary value of food cost	index			
9. Co	mpute resale requirements				1
10. Co	mpute troop feeding requirements]
11. Co	nduct on-site produce purchases				
12. Co	ordinate laundry services with con	tractors			
13. Co	ordinate master menu revisions wit	h food service			i
	tablish resale prices on governmen	t-baked bakery			
15. Ma	intain Commissary Distribution Jou ecord (AF Form 1230)	rnal and Control			
	intain Controlled Multiple Address	Letters (CMAL)			2
17. Ma	intain Purchase Request Register (AF Form 460)			
18. Ma	intain requisitions due-in files				2
	(continued next pa	ge)			

	JOB INVENTORY	AFSC 611X0 612X0	PAGE 34	OF	61	PAGES
	s you perform now (🖊).			Check		SPENT
	sks you do now which are not listed. me Spent" column, rate checked (🗸) tasks on time spe	nt in your present job.		IF FOR	1. VERY I LOW A 3. BELOW 3. BLIGHT	MUCH B VERAGE AVERA VLV BE- VERAGE
м.	PERFORMING COMMISSARY MANAGEMENT FUNC (CONTINUED)	TIONS		NOW	B. BLIGHT ABOVE G. ABOVE 7. VERV (TLY AVERA AVERA MUCH AVERA
19.	Maintain Subsistence Consumption Rec 1331)	ord (AF Form				2
20.	Maintain supply bulletins					2:
21.	Prepare or maintain War Readiness Ma records	teriel (WRM)				2
22.	Prepare purchase descriptions for eq	ipment				2
23.	Prepare quarterly Commissary Operation (AF Form 1011)	ng Statements				2
24.	Prepare requisitions followup cards documents	or tracer				29
25.	Prepare Subsistence Requests (AF For	n 287)				3(
26.	Prepare summaries of daily menus (Re	cap)				3:
27.	Prepare Unsatisfactory Material Report (DD Form 1608)	t (Subsistence)		<u> </u>		3:
28.	Prepare Weekly Record of Operation of Form 603)	Meats (AF		1		3:
29.	Prepare Weekly Record of Operation of (AF Form 603)	produce				34
30.	Process United States Department of A	Agriculture (USDA)			3.
31.	Verify food allowances computations					3(
				-		
				-		
NOTE	If any task you perform under this d write it on the blank page at the e	uty is not listend of the bookle	d t			
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	JOB INVENTORY (DUTY - TASK LIST)	612X0	PAGE 3) of	61 PAGES
1. Check	tasks you perform now (🖊).			Check	TIME SPENT
	y tasks you do now which are not listed. *Time Spent** column, rate checked (🟏) tasks on time spent	in your present job.		15	1. VERV MUCH BE LOW AVERAGE. 2. SELOW AVERAGE 5. SLIGHTLY SE- LOW AVERAGE.
N.	OPERATING COMMISSARY SALES STORE			DONE	S. SLIGHTLY ABOVE AVERAG G. ABOVE AVERAG 7. VERY MUCH ABOVE AVERAG
1.	Analyze ground beef for fat content				37
2.	Check and identify rewrapped items				38
3.	Check and rotate sales store stocks				39
4.	Compute selling prices on meat and meat	products			40
5.	Compute selling prices on processed pro-	duce			41
6.	Coordinate distribution of sample produmedical authorities	cts with			42
7.					43
8.					44
9.	Cut primal meat cuts into retail cuts				45
10.	Identify fat and meat trimmings				46
11.	Identify, label price, and weigh retain using packaging machine	l meat cuts			47
12.	Plan and conduct meat cutting tests				48
13.	Plan and conduct produce processing test	s			49
14.	Prepare adding machine tapes on coupons				50
15.	Prepare invoices on salvable meat or was	ste items			51
16.	Prepare luncheon meats and cheeses for 1	esale			52
17.	Prepare poultry for resale				53
18.	Prepare Processed Item Test records (AF	Form 400)			54
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	JOS INVENTORY	612X0 611X0	PAGE, 36	OF	61 PAG
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	asks you do now which are not listed. 'ime Spont" column, rate checked (🗸) tasks on time spo	nt in your present job.			I. VERY MUCH
				IF.	B. BELOW AVER
			J-31	DONE	4. ABOUT AVER 8. BLIGHTLY
N. C	PPERATING COMMISSARY SALES STORE (CONT	INUED)			6. ABOVE AVER 7 VERY MUCH
					ABOVE AVER
19.	Price mark sales store stocks				
20.	Record freezer orders				
21.	Reprocess cut mests	·			
22.	Reprocess wrapped produce				
23.	Review and approve issue requests from	organizations			
24.	Select meat for special sales				
25.	Select produce for special sales				
26.	Select wrapping materials				
27.	Stock grocery shelves				
28.	Trim and tray retail meat cuts				
29.	Trim bulk produce	,		<u> </u>	
30.	Weigh, price, and label packaged produ	ice			6
31.	Wrap and seal retail meat cuts			<u> </u>	(
32.	Wrap or package bulk produce			ļ	
				<u> </u>	
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NOTE:	If any task you perform under this du write it on the blank page at the en	ty is not listed			
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	COSEICE FORM 314		ATC	ACTIA	ND AFR TEX

	JOB INVENTORY	612X0	PAGE 37	OF	61 PAGES
1. Ch	eck tasks you perform now (\checkmark).			Check	
	d any tasks you do now which are not listed.			-	Current Job
3. In	the "Time Spent" column, rate checked (V) tasks on time spent	in your present job.		IF DONE NOW	LOW AVERAGE. 2. SELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE 5. SLIGHTLY
	SPECIAL INSTRUCTIONS FOR SECTION O			NOW	ABOVE AVERAGE 6.ABOVE AVERAGE 7.VERV MUCH ABOVE AVERAGE
	SECTION O CONTAINS TASKS PERFORMED BY CLO	THING SALES PERS	ONNEL.		
	IF YOU ARE IN CLOTHING SALES, CHECK YOUR	TASKS IN SECTION	0.		
	THEN TURN TO THE INSTRUCTIONS IN FRONT OF	BOOKLET AND ACC	OM-		
	PLISH PARAGRAPHS 6 AND 7. IF YOU DO NOT	WORK IN CLOTHING			
_	SALES, TURN TO PAGE 40.				
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	ND TO OFFICE TORY 214				ND AFB TEA

LACKLAND TC OFFICE FORM 216

	JOB INVENTORY	AFSC 611X0 612X0	PAGE 38	OF	61	PAGES
1. Check	tasks you perform now (V).			Check		SPENT
	y tasks you do now which are not listed. "Time Spent" column, rate checked () tasks on time spe	nt in your present job.		IF DONE	1. VERV LOW / 2. SELON 3. SLIGH LOW / 4. ABOU	MUCH BE AVERAGE. W AVERAG TLV BE- AVERAGE. F AVERAGE
0.	OPERATING CLOTHING SALES STORE			иом	8. 8616H ABOVI 6. ABOVI 7. VERV ABOVI	E AVERAG MUCH E AVERAG
1.	Assign priority to requisitions					69
2.	Classify exchange garments					70
3.	Compare financial records with Clothing Operating Program (CSOP)	Sal. !tore				71
4.	Complete clothing request and receipt of issues (Lackland Training Center Form	on original 68 or 69)				72
5.	Compute reorder points					12:73
6.	Counsel purchasers on authorized or recand fittings	quired garments				5
7.						6
8.	Initiate followup actions on requisition	ons	* ***			7
9.	Maintain Document Register (AF Form 153	31)				8
10.	Maintain Federal Supply Catalog					9
11.	Maintain followup action on special rec	quisitions				10
12.	Maintain informal records on Test Servi	ce Garments				11
13.	Maintain Supply Document Register (AF E	Form 36)				12
14.	Measure customers for alterations and a measurement clothing items	special				13
15.		special				14
16.	Prepare certificates of nonavailability (AF Form 1456)	of clothing				15
17.	Prepare Clothing Request and Receipt re (AF Form 656)	cords				16
18.	Prepare Detail Billing Card reports on quantities (DD Form 1348m-3)	excess				17
<u>-</u> · .						
	(continued next page	.)		 		
				LACKLA	_	

JOB INVENTORY (DUTY - TASK LIST)	AFSC 611X0 612X0	PAGE 39	OF 61 PAGES
1. Check tasks you perform now (V).		С	heck TIME SPENT
2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked () tasks on time sp	ent in your present job.		1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE 3. BLIGHTLY BE- LOW AVERAGE.
O. OPERATING CLOTHING SALES STORE (CONTIN	NUED)	-	ONE 6. ABOUT AVERAGE B. BLIGHTLY ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
19. Prepare DOD Single Line Item Requisit Documents (DD Form 1348 or 1348m)	ion System		18
20. Prepare Record of Daily Sales (AF For	m 663)		19
21. Prepare requests for cost estimates o alterations	n repairs or		20
22. Prepare requisitions for special meas clothing (DD Form 1111)	urement female		21
23. Prepare requisitions for special meas footwear (DD Form 150)	urement		22
24. Prepare requisition work sheets or put transcripts	nch card		23
25. Reconcile outstanding requisitions wi Personnel Support Center (DPSC)	th Defense		24
26. Reconcile store records with stock fur records	nd accountant		25
27. Repack clothing for storage			26
28. Request or receive and interpret ship supply status from DPSC	ping and		27
29. Sell clothing			28
30. Stock shelves or racks in sales store			29
31. Transmit or submit requisitions by tra	ansceiver		30
32. Verify accounting and finance certific	cates		31
33. Verify and correct sales document erro	ors		32
34. Void cash sales slips			33
35. Weigh personnel			34
NOTE: If any task you perform under this of write it on the blank page at the	luty is not listed and of the bookle	1	

ATC-LACKLAND AFR TEX

	JOB INVENTORY (DUTY - TASK LIST)	612X0	PAGE 4	0 0 =	61 PAG
				Check	TIME SPE
				-	1. VERY MUCH
In the "7	Time Spent" column, rate checked (V) tasks o	on time spent in your present job.		IF DONE	LOW AVERA 2. BELOW AVE 3. SLIGHTLY I LOW AVERA
S		иом	ABOVE AVE		
		·		-	
SI	ECTIONS P AND Q CONTAIN TASKS PE	SP AND Q CONTAIN TASKS PERFORMED BY HOUSING AND NG (P) AND LINEN EXCHANGE PERSONNEL (Q). IF YOU EITHER DUTY, CHECK THE TASKS YOU DO. THEN TURN INSTRUCTIONS IN FRONT OF BOOKLET, AND ACCOMPLISH PHS 6 AND 7. IF YOU ARE NOT ASSIGNED TO HOUSING, NG, OR LINEN EXCHANGE, TURN TO PAGE 44.			
B	you perform now (). The you do now which are not listed. Spent" column, rate checked () tasks on time spent in your present job. CIAL INSTRUCTIONS FOR SECTIONS P AND Q TIONS P AND Q CONTAIN TASKS PERFORMED BY HOUSING AND LETING (P) AND LINEN EXCHANGE PERSONNEL (Q). IF YOU CIN EITHER DUTY, CHECK THE TASKS YOU DO. THEN TURN THE INSTRUCTIONS IN FRONT OF BOOKLET, AND ACCOMPLISH GRAPHS 6 AND 7. IF YOU ARE NOT ASSIGNED TO HOUSING,				
W	ORK IN EITHER DUTY, CHECK THE TA	SKS YOU DO. THEN TURN			
TO	THE INSTRUCTIONS IN FRONT OF B	SOOKLET, AND ACCOMPLISH			
P/	ARAGRAPHS 6 AND 7. IF YOU ARE N	OT ASSIGNED TO HOUSING,			
<u>B</u> 1	LLETING, OR LINEN EXCHANGE, TUR	N TO PAGE 44.			
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	JÖB IMVENTÖRY (DUTY - TASK LIST)	612XQ 611X0	PAGE 41	OF	61	PAGES
	asks yo perform now (🖊).			Check		SPENT
	y tasks you do new which are not listed. *Time Speat** column, rate sheeked (🏏) tasks on time spent	in your present job.		IF DONE NOW	i	MUCH BE- VERAGE, AVERAGE PLY BE- VERAGE AVERAGE
Р,	OPERATING HOUSING AND BILLETING ACTIVITI	ES			ABOVE 6. ABOVE 7. VERY 4 ABOVE	AVERAGE AVERAGE HOUN AVERAGE
1.	Assign bachelor or transient quarters t	o personnel				35
2.	Assign public quarters or rental units	to personnel				36
3.	Coordinate housing property requirement Equipment Management Office (EMO)	s with	· · · · · · · · · · · · · · · · · · ·			37
4.						38
5.	Deliver or transport employees and equi- work areas	pment to				39
6.	Issue certificates of nonavailability o	f quarters				40
7.	Maintain file of applications for housing trailer spaces	ng or				41
8.						42
9.	Maintain listing of house cleaning firm	3				43
10,	Maintain listings of Off Base Housing (A	AF Form				44
11.	Maintain records on locations of furnity	ire or				45
12.	Maintain reservations log books					46
13.	Prepare Bachelor Housing and Guest House Utilization/Occupancy Reports (AF Form	515)				47
14.	Prepare Guest House statements					48
15.	Prepare justifications for construction, or utilization of quarters	allocation,				49
16.		cy of Military	0)			50
17.	Prepare Statement of Facilities and Assi Form 1411)		-1			51
18.	Prepare World-Wide Housing Availability (AF Form 557)	Reports				52
	(continued next page)					

1. Check tasks you perform now (V). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (V) tasks on time spent in your present job. 1. VERY MUCH SE LOW AVERAGE. 2. SELICHTLY SELICH ASSOUT AVERAGE. B. GLICHTLY SELICH ASSOUT AVERAGE. P. OPERATING HOUSING AND BILLETING ACTIVITIES (CONTINUED) 19. Prepare written notifications of service charges for				JOB INVEN			612X0 611X0	PAGE 42	2 of	61 PAGES
2 Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (1 tasks on time spent in your present job. P. OPERATING HOUSING AND BILLETING ACTIVITIES (CONTINUED) 19. Prepare written notifications of service charges for quarters 53 53	1.			rform now (V)			<u> </u>		Check	
19. Prepare written notifications of service charges for quarters 19. Prepare written notifications of service charges for quarters 19. Prepare written notifications of service charges for quarters 19. Prepare written notifications of service charges for quarters	2.				_					
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quarters 53		Р.			AND BILLE	TING ACTIVITI	ES			B. BLIGHTLY ABOVE AVERAGE B. ABOVE AVERAGE
		19.	Prepare	written no	otification	ons of service	e charges for			53
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	JOB INVENTORY (DUTY - TASK LIST)	61.2X0	611XO	PAGE 43	OF	61 PAGES
1. Check to	asks you perform now ($ u$).				Check	TIME SPENT
III III	tasks you do now which are not listed. Time Spent" column, rate checked () tasks on time spent	in your pre	sent job.		IF DONE	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE 3. BLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE
Q.	OPERATING LINEN EXCHANGES				NOW	B. BLIGHTLY ABOVE AVERAGE B. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1.	Coordinate daily cost of laundry or dry with contractors	cleani	ng			54
2.	Issue and exchange linens					55
3.	Issue cleaning cloths					56
4.	Maintain accountable records on bedding work uniforms	and co	oks			57
5.	Maintain file of Air Force laundry techn representatives	nical				58
6.	Maintain hand receipts on linen exchange	items		· · · · · · · · · · · · · · · · · · ·	 	59
7.	Maintain reports on outgoing and incomin exchange items	ng liner	1			60
8.	Maintain Unit Property record on linen (AF Form 1120-1)	exchange	items			61
9.	Prepare linen exchange expenditure report	ts				62
10.	Prepare linen exchange operations report	s				63
11.	Prepare requests for supplemental funds					64
12.	Prepare requisitions for bedding or cook	s unifo	orms			65
					<u> </u>	
						
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NOTE	: If any task you perform under this duty write it on the blank page at the end	is not of the	listed booklet		 	

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	JOB INVENTORY (DUTY - TASK LIST)	612X0 611X0	PAGE 44	OF	61 PAGES
1.	Check tasks you perform now (V).			Check	TIME SPENT Current Job
2.	Add ony tasks you do now which ore not listed				S. VERY MUCH BE
3.	In the "Time Spent" column, rate checked () tasks on time spent	in your present job.		IF DONE NOW	LOW AVERAGE. 2. SELOW AVERAGE 3. SLIGHTLY SE- LOW AVERAGE 4. ASOUT AVERAGE 8. SLIGHTLY ABOVE AVERAGE
	SPECIAL INSTRUCTIONS FOR SECTIONS R, S, T,	AND U			O. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
	SECTIONS R, S, T, AND U CONTAINS TASKS PERF	ORMED BY			
	PERSONNEL WHO WORK IN MORTUARY AFFAIRS. IF	YOU PERFORM			
	MORTUARY TASKS, CHECK THEM IN SECTIONS R, S	, T, AND U.			
	THEN TURN TO THE INSTRUCTIONS IN FRONT OF B	OOKLET AND		 	
	ACCOMPLISH PARAGRAPHS 6 AND 7. IF YOU DO N	OT PERFORM			
	MORTUARY TASKS, TURN TO PAGE 50.				
					

	JOB INVENTORY (DUTY - TASK LIST)	AFSC 611X0 612X0	PAGE45	OF	61 PAGES
1. Check task	s you perform now (V).			Check	TIME SPENT
	sks you do now which are not listed. me Spent** column, rate checked () tasks on time spent	in your present job.		✓ IF	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE 3. BLIGHTLY BE- LOW AVERAGE.
R. MA	ANAGING MORTUARY AFFAIRS			NOW	4. ABOUT AVERAGE B. BLISHTLY ABOVE AVERAGE 8. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1. 0	Confer with civil authorities on the deprocedures for moving remains	velopment of			66
	Coordinate award of contracts or agreement procurement officer	ents with			67
	Coordinate changes in reimbursable cont	ract prices			68
	coordinate disposition of personal proper and documents	erty actions			69
	coordinate information furnished next of with decendent's home installation				70
6. C	ounsel and help sponsors complete Disp Remains-Reimbursable Basis (AF Form 37)	osition of			71
7. C	counsel NOK on mortuary services				72
	etermine eligibility of individuals for mortuary benefits	authorized			13:73
9. I	dentify persons entitled to direct disp human remains	osition of			5
10. N	egotiate one-time purchases on mortuary	services			6
	repare records and followup actions on cases	transfer			7
12. P	repare reports on status of remains				8
	repare requests for disposition instructed	tions on			9
14. P	repare requests for other Armed Forces and ship Air Force human remains	to prepare			10
	esolve problems on reimbursements for i	nterment			11
	eview and process Requests for Payment and/or Interment Expenses (DD Form 1375				12
NOTE:	If any task you perform under this duty write it on the blank page at the end	is not listed			
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	JOB INVENTORY (DUTY - TABLE LIST)	612X0	PAGE	46 of	61 PAG
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	tasks you do now which are not listed. Cime Spent" column, rate checked () tasks on t	time spent in your present job.		IF	1. VERY MUCH LOW AVERA 2. SELOW AVE 3. SLIGHTLY B LOW AVERA
s.	RECOVERING ACCIDENT VICTIMS			NOA	S SIISHTIV
1.	Collect and tag personal effects victims	of accident	· · · · · · · · · · · · · · ·		
2.	Coordinate completed Identificat Conclusions (AF Form 697 and 69	ion Findings and 7a)			
3.	Obtain facilities for processing accident sites	human remains at			
4.	Obtain services required to sear human remains	ch areas and recover			
5.	Prepare requests for arrangement of relatives to group burials	of transportation			
6.	Prepare requests for designation for group interments		•		
7.	Prepare requests for identificat				
8.	Prepare requests for issuance of orders	invitational travel			
9.	Prepare requests for photographs	of disaster areas			
10.	Prepare requests for records need processing	ded in identification			
11.	Prepare search, recovery, or ider reports	ntification progress			
12.	Prepare sketches of accident area	as			
13.	Review or coordinate cost of rec	overy expenditures			
14.	Search accident areas for human	remains			
NOTE:	If any task you perform under thi write it on the blank page at the	s duty is not listed se end of the booklet			

	JOB INVENTORY (DUTY - TABLE LIST)	612X0	PAGE 4	7 of	61	PA
	tasks you perform now (V).			Check	TIME	
	y tasks you do now which are not listed. 'Time Spent'' column, rate checked () tasks on time spe	nt in your present job.		✓ IF	1. VERV LOW 2. DELO 3. BLIGH LOW	MUE AVER
T.	PREPARING AND TRANSPORTING HUMAN REMAIN	NS	* · · · · ·	NOW	6. 85161 ASOV 6. ABOV 7. VERV	E AV
1.	Brief next of kin on Application for H Marker (DD Form 1330)	leadstone or			 -	
2.	Brief summary court and escorts					
3.	Coordinate arrangements for relatives travel as attendants when remains are	or friends to shipped by rail	·			
4.	Coordinate funeral services with super national cemetery	intendent of				
5.		s with civil	· · · · · · · · · · · · · · · · · · ·			
6.		transfer cases				
7.		eservation of				
8.	Identify uniforms authorized for buria	ls				
9.	Inspect caskets, sealed plastic sheets cases	, or shipping				_
10.	Inspect human remains after preparation	n		1		
11.	Instruct funeral directors on procedure shipping permits for human remains	es for obtaining				
12.	Issue Report of Casualty to next of kin	n (DD Form 1300)				
13.	Obtain copies of Certificate of Death Form 716	(Overseas) AF				
14.	Place remains and clothing in transfer	cases				
15.	Prepare requests for appointments of essummary court	scorts or				
16.	Prepare requests for disposition instruunclaimed human remains	ections on				
17.	Purchase burial clothing, accountrement for deceased military personnel	s, or insignia				
18.	Reinspect remains at Aerial Port of Ent					
	(continued next page)		-			

	JOS INVENTORY (DUTY - TASK LIST)	612X0	PAGE 48	OF	61 PAG
	ks you perform now (🗸).			Check	TIME SPE
	saks you do now which are not listed.				1. VERY MUCH
. In the "T	ime Spent" column, rate checked () tasks on	time spent in your present job.		IF DONE NOW	LOW AVERA 2, BELOW AVE 3. GLIGHTLY E LOW AVERA
т. 1	PREPARING AND TRANSPORTING HUMAN (CONTINUED)	REMAINS		NOW	ABOVE AVE
19.	Remove remains from transfer cas	es			
20.	Review and process Preparation a Records (AF Form 715)	and Inspection			
21.	Select burial clothing from dece	dent's property			
	0				
	The same of the sa				
· · · · · · · · · · · · · · · · · · ·				<u> </u>	
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NOTE:	If any task you perform under t write it on the blank page at	his duty is not liste the end of the bookle	ed et	_	

	JOB INVENTORY	612X0 ^{611X0}	PAGE 49	OF	61 PA
1. Check to	isks you perform now ().			Check	TIME SP
	tasks you do now which are not listed. me Spent" column, rate checked () tasks on	time spent in your present job.		IF DONE	1. VERY MUF LOW AVER 2. BELOW AV 3. SLIGHTLY LOW AVER 4. ABOUT AV
U.	DISPOSING OF HUMAN REMAINS			иом	B. BLIGHTLY ABOVE AV G. ABOVE AV 7, VERY MUC ABOVE AV
1.	Arrange for aircraft to scatter	ashes			4
2.	Arrange for burials at sea				4
3.	Arrange for shipment of cremated	d remains			5
4.	Brief funeral party				5
5.	Complete Checklist, Current Dead CONUS (AF Form 592)	ths Occurring Inside			5
6.	Complete Checklist, Current Deat Outside CONUS (AF Form 591)	ths Occurring			5
7.	Coordinate arrangements for crem funeral directors				5
8.	Coordinate disposition of remain Forces personnel with area comm	ns of other Armed			5
9.	Coordinate participation o. frat organizations with funeral dire	ernal or patriotic			5
10.					5
11.	Prepare human remains releases f	or signatures			5
12.	Prepare personal letters on the remains	disposition of			5
13.	Prepare requests for military ho	nors			6
14.	Prepare requests for personnel t	o act as funeral party			6
15.	Secure equipment for military fur	neral ceremonies			6:
16.	Supervise military honors				63
NOTE:	If any task you perform under t write it on the blank page at	his duty is not listed the end of the booklet			
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	JOB INVENTORY (DUTY - TABK LIST) AFSC 612X0 PAGE 50	0.5	61 PAGES
l	Check tasks you perform now ().	Check	TIME SPENT Current Job
3.	Add any tasks you do now which are not listed. In the "Time Spent" column, rate chacked () tasks on time spent in your present job.	iF DONE	1, VERY MUCH BE- LOW AVERAGE. 2, BELOW AVERAGE 3, BLIGHTLY BE- LOW AVERAGE. 4, ABOUT AVERAGE
	SPECIAL INSTRUCTIONS FOR SECTIONS V AND W	NOW	S. SLIGHTLY ABOVE AVERAGE O. ABOVE AVERAGE 7, VERY MUCH ABOVE AVERAGE
		-	
	SECTIONS V AND W CONTAIN LAUNDRY AND DRY CLEANING TASKS.	 	
	IF YOU PERFORM LAUNDRY OR DRY CLEANING TASKS, CHECK THEM		
	IN SECTIONS V AND W. THEN TURN TO THE INSTRUCTIONS IN FRONT		
	OF BOOKLET AND ACCOMPLISH PARAGRAPHS 6 AND 7. IF YOU DO		
	NOT PERFORM LAUNDRY AND DRY CLEANING TASKS, TURN TO PAGE 55.		
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	JOB INVENTORY (DUTY - TABL LIST)	612X0	PAGE .	51 or	61 PAGES
	asks you perform now (V)			Check	TIME SPENT Current Job
	tasks you do now which are not listed. Time Spent" column, rate checked () tasks on time spent	in your present job.		IF DONE	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE LOW AVERAGE. 4. ASOUT AVERAGE.
v.	OPERATING LAUNDRY AND DRY CLEANING ACTIV	/ITIES		NOW	B. BLIGHTLY ABOVE AVERAGE B. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1.	Assemble finished laundry or dry cleaning	ng bundles			64
2.	Assemble or disassemble field laundry ed	quipment			65
3.	Bag finished laundry or dry cleaning ite	ems			66
4.	Classify and mark laundry or dry cleaning	ng			67
5.	Clear "B" register totals from listing a machines	ind pricing			68
6.	Correct finished bundle discrepancies				69
7.	Count items received				70
8.	Decontaminate and impregnate clothing	 			71
9.	Deliver bulk laundry or dry cleaning to	organizations			72
10.	Deliver laundry or dry cleaning to colle	ction points		1	14:73
11.	Dispose of abandoned laundry or dry clea	ning			5
12.	Establish maximum number of dry cleaning per lot	bundles			6
13.	Filter and distill cleaning solvents				7
14.	Finish articles on laundry or dry cleani	ng presses			8
15.	Finish flatwork on flatwork ironers				9
16.	Finish garments			1	10
17.	Identify fabrics				11
18.	Identify stairs				12
	(continued next pa	age)			

1. Check tasks you perform now;		V I	TIME SP Current. 1. VERY MUE LOW AVE 2. BELOW AS 3. BLIGHTLY LOW AVE 4. ABOUT AV 9. BLIGHTLY ABOVE AV 7. VERY MUE ABOVE AV
V. OPERATING LAUNDRY AND DRY CLEANING ACTIV. (CONTINUED) 19. Inspect articles for damage or tears 20. List and price sales tickets 21. Load and unload tumblers 22. Load and unload washers and extractors		DX	1. VERY MUI LOW AVER 2. SELOW AN 3. SLIGHTLY LOW AVER ONE 4. ABOUT AV 10W 8. SLIGHTLY ABOVE AV 7. VERY MUI ABOVE AV
(CONTINUED) 19. Inspect articles for damage or tears 20. List and price sales tickets 21. Load and unload tumblers 22. Load and unload washers and extractors	ITIES		S. SLIGHTLY ABOVE AV ABOVE AV 7. VERY MUL ABOVE AV
20. List and price sales tickets 21. Load and unload tumblers 22. Load and unload washers and extractors			1
21. Load and unload tumblers 22. Load and unload washers and extractors			1
22. Load and unload washers and extractors			1
23. Mend articles on sewing machines			1
24. Mend garments or other items by hand			1
25. Mount equipment on skids or trailers			1
26. Obtain receipts for delivered laundry or	dry cleaning		2
27. Pack or crate laundry or dry cleaning eq	uipment		2
28. Post washing formulas on equipment			2
 Prepare dry cleaning or laundry sales ti Form 325 or 326) 	ckets (AF		2
 Prepare Laundry and Dry Cleaning Collect Delivery Records (AF Form 314) 	ion and		2
31. Prepare Laundry Lot Tickets (AF Form 339)		2
32. Prepare monthly machines tapes on lot ti			2
33. Prepare reports on Unit Operating Cost S (AF Forms 639 and 882)	heets		2
34. Prepare requests for water disposal inst	ructions		2
35. Prepare personal clothing claims	······································		
36. Remove spots or stains			30
(continued next page)		

	JOB INVENTORY (DUTY - TASK LIST)	612X0 ^{11X0}	PAGE	53 01	61 PAGE
	eks you perform now (V).			Chec	k TIME SPEN
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V.	OPERATING LAUNDRY AND DRY CLEAN (CONTINUED)	ING ACTIVITIES		NOV	B BLIGHTLY ABOVE AVERY 6. ABOVE AVERY 7. VERY MUCH ABOVE AVERY
37.	Select locations for field laum equipment	dry or dry cleaning			31
38.	Select washing or dry cleaning	formulas			32
39.	Test and record pH values, hard strength of bleaches	ness of water, and			33
40.	Test dry cleaning solvents				34
41.	Verify counts of bundles receiv	red 			35
42.	Verify dry cleaning lot tickets	(AF Form 339)			36
43.	Verify sales tickets with finis	hed items			37
44.	Weigh washing or dry cleaning 1	oads			38
45.	Wrap finished bundles				39
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W. PREPARING AND MAINTAINING LAUNDRY AND RECORDS	DRY CLEANING		NOW	B. SLIGHTLY ABOVE AVERA G. ABOVE AVERA 7. VERY MUCH ABOVE AVERA
1. Assign bundle numbers to sales ticke	ts			40
 Assign code designators to collection organizations 	ns points or			41
3. Authorize cash settlements on lost of (SF 1034)	r damaged items			42
4. Determine gains or losses				43
5. Prenumber laundry or dry cleaning sa	les tickets			44
6. Prepare Abstract of Bulkwork (AF Form	n 291)			45
7. Prepare affidavits necessary to initi	iate reports of su	rvey		46
8. Prepare balance sheets and statements expenses	s of revenues and			47
9. Prepare Daily Time and Production Recordery cleaning departments (AF Form 88	ord for laundry or	<u> </u>		48
10. Prepare individual daily performance				49
11. Prepare Laundry and Dry Cleaning Oper (AF Form 318)	ration reports			50
12. Prepare requests for standby equipmen	nt			51
13. Prepare summary of daily production a AF Form 882	and manhour data or	1		52
14. Prepare summary reports on revenue, caccounts receivable, RC: XBB C-19	costs, and aged		 	53
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	SPECIAL INSTRUCTIONS FOR SECTIONS X, Y,	, AND Z	 		ABOVE 6. ADOVE 7. VERY W ABOVE	AVERA
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	SECTIONS X, Y, AND Z CONTAIN TASKS PERF	ORMED BY EXCHANG	E			
	SERVICES PERSONNEL. IF YOU ARE IN EXCH	ANGE SERVICES, O	HECK			
	THE TASKS IN SECTIONS X, Y, AND Z. TUR	N TO THE INSTRUC	TIONS			
	IN FRONT OF BOOKLET AND ACCOMPLISH PARA	GRAPHS 6 AND 7.			ī	
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х.	OPERATING EXCHANGE SERVICES ACTIVI	TIES			7. VERY MUCH ABOVE AVERAGE
1.	Compute selling prices on food co ice cream and popcorn machines	ncessions, such as	 		54
2.	Compute yields, portion sizes, se planned gross profits for food s	lling prices, or ervice activities			55
3.	Coordinate master menus with dini	ng hall menus			56
4.	Explain operational discrepancies	to defaulting opera	tors		57
5.	Maintain Activity Card files (AAF	ES Form XS-1)			58
6.	Maintain Amusement and Service Ma (AAFES Form XS-2)	chine Record Cards			59
7.	Maintain forms records of concess	ions			60
8.	Maintain garage or service station	n records			61
9.	Maintain Insurance Records Cards	(AAFES Form XS-5)			62
io.	Maintain open applications files	(AAFES Form XS-3)			63
11.	Maintain Pump Island Cash Control XS-16)	Records (AAFES Form			64
12.	Maintain Utility Card Files on me	ters (AAFES Form XS-1	.3)		65
13.	Maintain Vending Machine Record ca	ards (AAFES Form XS-1	.4)		66
14.	Post food prices in feeding activ				67
15.	Post lists of automotive service	jobs and gasoline pri	.ces		68
16.	Prepare applications for State Targasoline shrinkage		r		69
17.	Prepare Charge or Credit Vouchers OXF-5)				70
18.	Prepare Daily Food Activity Report	ts (AAFES Form XS-8)			71
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171	JOB INVENTORY (DUTY - TASK LIST)	612X0 611X0	PAGE 57	٠ .	67 546
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х.	OPERATING EXCHANGE SERVICES ACTIVITIES	(COMPTANIED)		1	2. VERY MUCH
Λ.	OFERA, ING EXCHANGE SERVICES ACTIVITIES	(CONTINUED)			ABOYE APER
19.	Prepare Food Activity Storeroom Issue (AAFES Form XS-7)	/Return Record			
20.	Prepare lists of food items, prices, sizes for cashiers	and portion			15:7
21.	Prepare Operating Service Station Rep AAES 12 (R1) (AAFES Form SX-12)	orts, RCS:			
22.	Prepare or coordinate operating goals service activities	for food			
23.	Prepare Recipe Food Cost Cards (AAFES	XS-10)			
24.	Prepare Single Item Food Cost Cards (AAFES XS-9)			
25.	Receive money for coupons	·	ag - James and Salahan (1888) pa shinteninin		
26.	Record coupons on AAFES forms			ļ	
27.	Test underground tankage for water co	ntent	handle with the stagement for		1
28.	Verify sales of exchange services act	ivities			1
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	s you perform now (🗸).			Check	TIME SPENT
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Υ. (OPERATING EXCHANGE SERVICES RETAIL ACTI	VITIES		NOM	S. BLIGHTLY ABOVE AVERA S. ABOVE AVERA 7. VERY MUCH ABOVE AVERA
1.	Affix AAFES vehicle 1'conse plates or equipment	other tags on			13
2.	Coordinate shipments with postal, airl transportation authority	ift, or other			14
3.	Maintain exchange vehicle maintenance books	and service			15
4.	Maintain stock assortment listings				16
5.	Maintain vendors experience lists				17
6	Maintain vendors registers				18
7.	Prepare applications for AAFES motor verblates (AAFES Form SA-4)	hicle license			19
8.	Prepare Deferred Payment Plan Tickets XF-32)	(AAFES Form			20
9.	Prepare merchandise requisitions				21
10.	Prepare operating statements				22
11.	Prepare Price Change Vouchers (AAFES Fo	orm XF-7)			23
12.	Prepare procurement records				24
13.	Prepare Requests for Disposal of Exc se (DD Form 1328)	Equipment			25
14.	Prepare requests for medical approval of beverage vending machines	of food and			26
15.	Prepare Sales Slips (AAFES Form XF-11)				27
16.	Prepare Want Slips (AAFES Form XM-17)				28
17.	Replenish retail stock shelves				29
NOTE -	The court health was a second of the court has been a second or the court has been a second o				
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Ζ.	MAINTAINING EXCHANGE SERVICES ACCOUNTS			NOW	B. BLIGHTLY AGOVE AVES B. ABOVE AVES 7. VERY MUCH ABOVE AVES
1.	Maintain one or more accounts, such a Liability Accounts, and Income and E	s Assets Accounts	3,		3
2.	Prepare Exchange Retail Accountabilit (AAFES Form 144)	y Reports			3
3.	Prepare monthly Overseas Operating St. AAFES-25	atements, RCS:			3
4.	Prepare Receiving Reports (AAFES Form	OXF-4)			3
5.	Prepare Retail Merchandise Reports (A OXF-8)	AFES Form			3
6.	Prepare Schedules of Concession Opera	tions			3
7.	Prepare Statement of Direct Operating Form OXF-132)	Profit (AAFES			3
8.	Prepare Statements of Departmental Op- Form OXF-131)	erations (AAFES			3
9.	Prepare Trial Balances of General Led Form OXF-141)				3
10.	Prepare Working Fund Reports (AAFES F	orm OXF-9)			16:3
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